



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
46-2012

OPEN TO: All Interested Candidates
POSITION: Economic Assistant FSN-07*; FP-07** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: August 13, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD785, 264* (DZD 57,362.60 per month) (Grade 7)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Economic Assistant in the Political /Economic Section.

BASIC FUNCTION OF POSITION

The Economic Assistant is a central part of the Embassy's economic team, responsible for tracking and reporting socioeconomic events in Algeria, and following developments in key areas such as: Environment, Science, Technology and Health, Information Technology and Communications, intellectual property protection, and transportation. The Economic Assistant drafts reports on key developments, and supports the Embassy's participation in entrepreneurship programs aimed at developing the private sector. The Economic Assistant also supports visiting USG delegations and officials. He or She reports to the Economic Specialist, and does not have any supervisory responsibility.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: 2 years of college or university studies in international relations,

business, economics, law, sciences, arts and humanities is required.

2. Prior work experience: Three years of progressively responsible experience in the fields of international relations, law, economics, political science, business, science and technology, research is required

3. Language Proficiency: Level 3 English, French and Arabic is required. Ability to translate and interpret during meetings (English/French) and (English/Arabic).

4. Job Knowledge: General familiarity with the state of economic, scientific and technological development in Algeria. A good working knowledge of internal reporting requirements and procedures.

5. Other Skills and abilities: Ability to maintain working level contacts of limited scope and range. Ability to undertake research studies of intermediate scope and prepare precise and accurate factual reports. Computer skills and typing ability at 40wpm (minimum).

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit: (1) and (2) below:

1. Preliminary Documentation
 - Embassy application form (usually the Application for Employment DS-174, available at the HR Office) or a current resume or curriculum vitae that provides the same information as a DS-174.
 - Letter of Interest. You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Economic Assistant, Vacancy Announcement # 46-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for test and interview